# Employability Skills Training

# Service Delivery Plan

## [Participant - Overview]

Youth Projects believes in delivering core employability skills that will equip you with job- ready skills to give you a real chance of getting - and keeping - sustainable employment. Our approach to training is project-based, flexible, tailored to your needs and includes

on-the-job assessments, simulated role plays, as well as immersive, virtual experiences.

#### H o w w e w i l l h e l p y o u

We understand that the path to securing a job is not a fast-tracked, one-size-fits-all kind of journey. That's why our dedicated team of training and recruitment coaches will work alongside you to create an individualised plan to equip you with the relevant skills and boosted confidence for getting and keeping a job. We take the time to get to know you before assessing your needs, goals and aspirations.

Through our Employability Skills Training (EST) we will ensure that:

ShapeTraining is targeted to your needs, goals and aspirations

You are offered Industry Awareness Experiences and Interactions with local employers & industries Projects and activities are innovative and interactive, using cutting edge training and technology You are provided with skills, confidence and direct links with real local employers

You are linked to supports, based on your needs, through us or one of our many partners

All of our training locations are accessible and close to public transport

ShapeOur activities are regularly reviewed and endorsed by local industry and employer bodies You are equipped to be more competitive for entry level job opportunities.

By participating in our EST program, you will also have access to our aspirational, life-changing services to help address other barriers and provide access to employment, education, training, health care, counselling, and outreach services.

#### I n d u s t r y & E m p l o y e r c o n n e c t i o n s

We have built extensive networks and strong relationships with a range of local industries, employers, community organisations, employment, training and apprenticeship providers over the past 35+ years to provide local and relevant opportunities for our clients with:

ShapeExposure to a variety of employers through our many industry partners, matched to client needs and job goals

ShapeA direct insight into employer expectations and why the 10 core skills for work are critical

ShapeWork site visits, employer networking events, presentations, Masterclasses and mock interviews in a variety of specialist industries.

#### Y o u r p r o g r e s s & o u t c o m e s

Your progress with EST Blocks 1 and 2 will be assessed in accordance with our Registered Training Organisation standards. At completion of each EST Block, you will receive:

ShapeA nationally recognised 'Statement of Attainment' for all completed accredited training units

ShapeAn EST Passport which includes your personalised ‘Plan For Landing That Job’, multiple resumes tailored to your personal goals, helpful resources, advice and guides

ShapeCopies of your assessments that detail your skills, strengths, achievements, areas of improvement and recommendations PLUS the projects and tasks you completed

Youth Projects welcomes all feedback to improve our services and better support you. We may ask for feedback from time-to-time via

informal (talk to us) and formal (surveys) feedback so we can address any concerns and record your suggestions for improvement in our quality feedback register. For more information please chat to our EST team or Contact us directly on 03 9304 9100

# Employability Skills Training

# QR code - Youth Projects website, "Find Support" page (www.youthprojects.org.au/forms/find-support)Service Delivery Plan

Our EST activities are designed to be interactive and are delivered in two training Blocks. This is an overview of what to expect in each block and the intended learning outcomes.

**E S T B l o c k 2 : R e a d y t o l a u n c h**

**E S T B l o c k 1 : S t e p s t o s u c c e s s**

* Understand and apply the 10 Core Skills for Work: Managing career & work life; Work with roles; Rights & protocols; Communication & teamwork; Planning, organising & making decisions; Identifying & solving problems; Create & innovate; Recognise & utilise diverse perspectives; and, Working in a digital world
* Create, understand and explore different workplace environments
* Acquire advanced Job Searching skills, including preparing and writing resumes, preparing for and practicing job interviews
* Gain a sharper understanding of the local labour market so you can identify and pursue sustainable jobs.

### L e a r n i n g o u t c o m e s

* Prepare a résumé and job application for entry-level opportunities in the local labour market (including how to write a cover letter, address selection criteria, and prepare a video application)
* Complete an online psychometric and aptitude screening test
* Prepare for an in-person as well as virtual job interview
* Online etiquette and how to manage your digital footprint
* Identify opportunities in the local labour market and understand Employer expectations
* Use a variety of techniques and strategies to seek and apply for work
* Apply the 10 skill areas described in the Core Skills for Work Developmental Framework to the workplace.

Industry focused activities that create local job pathways for you. Block 2 offers the following course types:

1. Generalist: covers a range of employing industries to help you decide which industry is best for you

**OR**

1. Specialist: build specific skills in your chosen industry (which could include Hospitality, Construction, Community & Health Services, Warehousing, Retail, Apprenticeships/Traineeships) and complete accredited training units needed to work in a specific industry (e.g. Food Handers, Responsible Service of Alcohol, Construction Induction Card, First Aid, Work Health & Safety).

### L e a r n i n g o u t c o m e s

* Use the most suitable techniques and strategies to seek and apply for work in the industries covered
* Understand the duties, requirements, career prospects and Employer expectations of different industries
* Tailor your résumé and job application to entry-level opportunities in the local labour market (including how to write a cover letter, address selection criteria, and prepare a video application)
* Complete an online psychometric and/or aptitude screening test tailored to the industries covered
* Prepare for in-person and virtual job interviews in the industries covered
* Use technology relevant to entry-level Employment opportunities in the industries covered.



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